



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-MICHIGAN
44370 N. Jefferson
Selfridge, Michigan 48045-4941

****REVISED****

ANNOUNCEMENT NUMBER 23-05

REGULAR PART TIME

DUTY SCHEDULE: IRREGULAR

OPENS: 7 April 2005

CLOSES: 28 April 2005 Extension

TITLE: SPECIAL EVENTS COORDINATOR, NF-0301-03

AGENCY: U.S. Army Garrison-Michigan (SANG)

LOCATION: MWR FUND, VANDENBERG RECREATION CENTER
Selfridge ANG Base, MI 48045

SALARY RANGE: \$13.41 ph – \$27.07 ph (depending on experience)

DUTIES: Serves as the Special Events Coordinator, responsible for assisting a higher level employee or actions officer with the planning and executing of community special events that respond to the needs and interests of the military/civilian population. Requires innovative approaches and adaptations due to limited resources and diverse range of the population's interest and needs. Special events implemented include community wide events such as Yard Sales; 4th of July Celebration; Army Soldier Show; Comedy Clubs; etc. Devises, improvises, and adapts activities to the wide range of participant's interest and needs considering limitation of funds, facilities, equipment, volunteers, staff support, etc., available. Submits a cost analysis of special events prior to implementation and after each event. Continuously evaluates the effectiveness of ongoing activities and coordinates events with Marketing/Commercial Sponsorship, and supervisor, prior to scheduling special events or prior to submission of Special Events for five-year plans. Coordinates catering needs with Mulligan's.

CONDITION OF EMPLOYMENT: Electronic Fund Transfer (EFT) of paycheck is mandatory. Satisfactory completion of pre-employment checks in accordance with AR 215-3, 2-13, i. is required. Satisfactory completion of on-the-job training, and demonstrated competency must be achieved within a predetermined period of time.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Work experience and/or education related to the duties to be performed. Superior communication, cooperation, and organizational skills required. Excellent customer service skills and experience with patrons strongly preferred. Ability to supervise food service staff as required for functions. Work requires the use of physical exertion when preparing for and overseeing events. Must be able to lift and carry light to moderately heavy items.

HOW TO APPLY: 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **23-05** must be written in block number (3) of the DA 3433 or written

on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Human Resource Office
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE
BASIS.